

February 25, 2022**RECRUITMENT ANNOUNCEMENT
GRANT WRITER****POSITION PAY RANGE:****\$62,441.31 - \$89,026.37****PLUS EXCELLENT BENEFIT PACKAGE****OPEN UNTIL FILLED****JOB SUMMARY:**

Under the general direction of the Service Planning Manager, this position will identify, define and develop, funding sources to support existing and planned District activities, as well as develop proposals, write project descriptions, compile information required by third party entities, and assist with the submission of grant applications.

This position is also responsible for post-project reports required by third party entities, tracking the progress of grants that have been received and ensuring compliance with grant and contract requirements. This is accomplished by creating compelling proposals and progress updates for existing and potential third party entities, helping connect third party entities to the District, and ensuring efficient coordination across internal teams to ensure all deliverables and deadlines are met.

ESSENTIAL JOB FUNCTIONS:

- Identifies funding/grant opportunities for District-wide projects by coordinating with all Divisions regarding their needs, upcoming projects, and opportunities to fund strategic initiative projects through grant funding.

- Continuously monitors various websites, foundations, and state and federal sources, for grant opportunities. Seeks innovative sources of grant funding. Maintains a current and thorough working knowledge of county, state, federal, and private grant funding and other resource development opportunities and requirements.
- Locates, identifies, researches, collects, and analyzes data as set forth in the grant application guidelines.
- Maintains a continuing and effective rapport and working relationship with local, regional, state and federal offices, to obtain grant related information in a timely manner.
- Acts as project leader for all assigned grant applications. Creates timelines for grant completion and gathers the necessary information from administrative staff. Performs necessary research to supplement application narrative, budget, or attachments. Compiles, edits, and writes narrative progress reports.
- Develops grant applications, including the development of all submission timetables, proposed language and overall strategy to ensure timely submission of the application.
- Structures work flow and executes work plan to ensure that all departments involved in the process have adequate opportunity to provide significant input and review prior to the grant application.
- Works with project managers to develop detailed project budget breakdown for projects. Assembles budget and expenditure information from project manager and members of the Finance Division. Collaborates with proper stakeholders to obtain input, signatures, data, forms, letters of recommendation, etc. Develops language for both the grant application narratives and data including, if necessary, charts, tables, maps, and diagrams to illustrate data.
- Maintains and tracks grant requests and reporting requirements. Maintains database and files regarding information about grantors, including contact information, requests for funding, reporting requirements, deadlines, and whether the requests are funded or not funded. Through periodic audits and inquiries, and in coordination with all departments involved, assists in ensuring that SAMTD complies with all grants/contracts, or other external agreement requirements.
- Responds to questions concerning grant compliance. Meets with involved personnel/agencies/business partnerships and funding source agencies, as

needed to review financial reports, verify figures and information for accuracy, completeness, and compliance with grant regulations.

- Additional duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Write structured, articulate, and persuasive proposals and articles for publication that are organized based on industry prescribed style and format.
- Prepare highly complex financial, legal, and administrative reports that require the interpretation of technical information.
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Work with mathematical concepts such as probability and statistical inference. Draw programming connections and identify related goals between programs and departments that will both facilitate the District's strategic plan and be more competitive when reviewed by funding agencies.
- Successfully obtain external funding for organizations.
- Creatively solve problems and make decisions using independent judgment and personal initiative.
- Manage competing priorities utilizing effective time management to adhere to deadlines.
- Exercise discretion, maintain strict confidentiality, and adhere to ethics standards.
- Effectively present information to executive management and various outside agencies/partnerships.
- Strong interpersonal and effective communication skills, both written and verbal.
- Establish and maintain effective working relationships with employees and other agencies.
- Remain calm under pressure and adapt to change.

SPECIAL REQUIREMENTS:

No criminal conviction which may, in the sole judgment of the District, constitute a threat to property or the safety of others.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree or four years of relevant work experience in business management, public administration, communication, marketing, planning, economics, finance, accounting or another closely related field.

Minimum of three (3) years of experience in grants writing and administration, grants management and/or grants contracts administration, including program development, fundraising, and grant compliance auditing/monitoring.

OR

Any satisfactory equivalent combination of related experience and training that provides required knowledge, abilities, skills, and other special requirements listed above.

WORKING CONDITIONS:

- Duties are performed primarily in an office environment.
- Must travel occasionally to attend meetings and conferences.
- May have to occasionally lift or move objects weighing 25 – 30 pounds.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK THAT MAY BE ASSIGNED THAT WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

TO APPLY:

Please submit your application to our administration office. To obtain an application:

- ❖ Internet: You may download application materials in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from the Salem Area Mass Transit District's Careers page. Refer to specific current job opportunity of interest for application materials. Website: www.Cherriots.org/careers.
- ❖ By Telephone: You may request that an applicant packet be sent to you by calling the Human Resources Department at 503-588-2424. Application materials will be sent via U.S. Mail. Office hours are 8 a.m. to 5 p.m., Monday through Friday.
- ❖ By U.S. Mail: Application materials may be requested via U.S. mail.

Mail to: Salem Area Mass Transit District
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

OR

Email to: Recruitment@cherriots.org

Resumes in lieu of original official District application form will not be accepted. Applications may be submitted in person, by email, by fax or by mail; however, Salem Area Mass Transit District is not responsible for lost or delayed mail.

AN EQUAL OPPORTUNITY EMPLOYER

NOTE: Under the provisions of the Immigration Reform and Control Act of 1986, Salem Area Mass Transit District will require any person hired or rehired to provide evidence of identity and eligibility for employment.



SALEM AREA MASS TRANSIT DISTRICT
Non-Bargaining Employee Benefits

as of 3/1/2021

At time of hire

- **Medical and Prescription Insurance** with your choice of PacificSource or Kaiser Permanente; premium 100 percent paid by District
- **Vision and Hearing Insurance** with Ameritas; premium 100 percent paid by District
- **Dental Insurance** with MODA; premium 100 percent paid by District
- **HRA VEBA – Health Savings Account** – \$1000 provided by District annually
- **Employee Assistance Program**
- **Paid Holidays** - *New Year's Day | Martin Luther King Jr. Day | Presidents Day | Memorial Day Independence Day | Labor Day | Veterans Day | Thanksgiving Day | Christmas Day*
- **Vacation Leave** - Accrued bi-weekly according to a schedule of years of service, starting at 0-2 years of service | 3.08 hours bi-weekly | 10 days / year
- **Sick Leave** - 3.70 hours, accrued bi-weekly
- **Unused Sick Leave Cash-out at Retirement** - separation based on hours accrued and length of service
- **Universal Bus Pass** - Eligible on date of hire for employees to ride Cherriots buses for free

After six months

- **Long Term Disability Insurance** - Regence Life & Health Insurance Company premium 100% paid by District
- **Life Insurance, Accidental Death and Dismemberment Insurance** - Regence Life & Health
 - District pays 100% of premium costs
 - \$50,000 Life Insurance Policy for employee; \$2,000 Dependent Life for Spouse; \$1,000 Dependent Life for Children
- **Family Bus Pass** - For eligible dependents to ride Cherriots buses for free

Employee Retirement Plan

- **Profit Sharing Plan**
 - District contributes 5% of employee's earnings, and will automatically match up to an additional 5% of 457 elections, unless waived.

MORE
BENEFITS 



SALEM AREA MASS TRANSIT DISTRICT
Voluntary Employee-Optional Benefits
(Employee Funded)

- **Voluntary Supplemental Life Insurance**
 - Guaranteed Issue of \$100,000 employee; \$10,000 spouse
- **Deferred Compensation Plan – ICMA Retirement Corporation**
 - Payroll deduction
 - Employee self-contribution
- **LegalShield® and IDShield™**
 - Payroll deduction
- **Cafeteria Plan - Flex Spending Account**
 - Payroll deduction

NOTE:

This is only a summary of benefits provided by Salem Area Mass Transit District for employees and dependents and should not in any way be construed as the full information on these benefits. For further details and requirements, please refer to Personnel Policies and Contracts of Insurance.